GEARS
General Enterprise And Resource Support

Quick Reference Tip Sheet

## General Information

Task	Process Information
Creating a PO (Purchase Order) Receipt Voucher	A voucher that is entered with PO Receipt information (i.e., voucher entry for PO goods/services received in GEARS). **NOTE:** It is recommended that you create only <u>one</u> voucher for each receipt. If you believe an exception is necessary, please call the Help Desk.

Before you Begin

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If you do NOT know the GEARS Vendor ID to be used on the voucher, you can look it up using the vendor's Tax ID Number. If the Vendor ID is known and has been reviewed for accuracy, you can skip this step and enter the Vendor ID in step 2 below. **NOTE:** Please verify the vendor address to be sure it is accurate. If not, please complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website: http://mdcourts.gov/gears/forms.html	
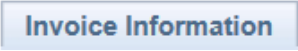
GEARS Navigation
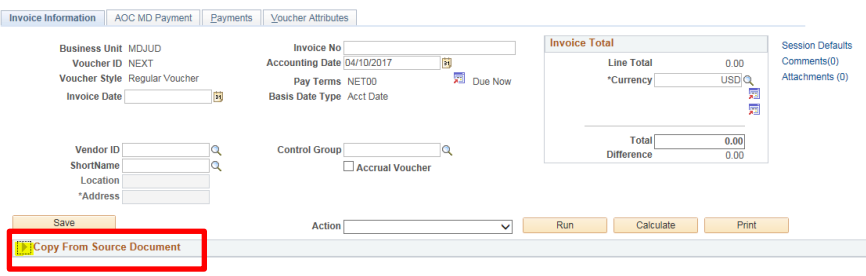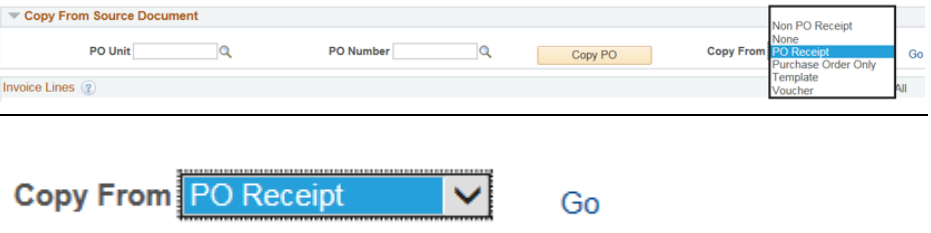
Accounts Payable > Vouchers > Add/Update > Regular Entry	

1.0   Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Select the "Add a New Value" Tab	**Voucher** Find an Existing Value | **Add a New Value**
2.	Click the **Add** button.	
3.	On the **Invoice Information** tab - enter the following information: **Follow these Department of Budget and Finance standards:** Please enter the invoice numbers exactly as provided on the invoice. However, if your invoice does not provide a specific number, please follow the below standardizations to create an invoice number. • **Invoice Number** Date of the invoice, YYYYMMDD, followed by the initials of the company name in capital letters. Example: An invoice is received and dated March 15, 2015 from the Office Supply Network without a specific invoice number provided. The user should enter the invoice number as 20150315OSN. **NOTE:** Where hyphenated or multiple last names are used, the last "last name" is to be utilized in the invoice number for all invoices. Example: John Andrews-Sanders, invoice number would utilize the initials JS. Andy Jon De Smith, invoice number would utilize the initials AS. • **Invoice Date** – Enter this just as it appears on the vendor invoice.	Business Unit MDJUD Invoice No [_____] Voucher ID NEXT Accounting Date 02/28/2017 📅 Voucher Style Regular Voucher Invoice Date [____] 📅 Pay Terms NET00 📄 Due Now Invoice Received [____] 📅 Basis Date Type Acct Date

	• **Accounting Date** – Using the format of <u>mmddyyyy</u> enter the current date (today).	
4.	On the **Invoice Information** tab – Click on the ▶ next to Copy From Source Document to open the PO Copy area.	
5.	On the **Invoice Information** tab – Copy From Source Document.	Select "PO Receipt" from the "Copy From:" dropdown list and then click the <u>Go</u> hyperlink to the right.
6.	On the screen **Copy Worksheet**	**Receipt Unit** MDJUD 🔍 **Receipt Number From** 🔍 ⓘ You can search for the receipt's business unit and number by selecting the magnifying glass. **NOTE:** It is recommended that you create only <u>one</u> voucher for each receipt. If you believe an exception is necessary, please call the Help Desk.
7.	Click the **Search** button.	
8.	On the **Select Receiver Lines**, **Main Information** tab	Select the checkbox ☑ for the retrieved receipt.
9.	Click the **Copy Selected Lines** button.	

10.	On the **Invoice Information** tab – enter the following information.	• **NOTE**: The Invoice and Distribution line information have carried over from the PO Receipt. • **Attachments** – Be sure to attach a copy of your invoice. **NOTE:** Your voucher will not save without an attachment.
11.		Save the voucher by clicking the **Save** button.

12.	Confirm your voucher is saved.	1. You have (3) new tabs. (Summary, Related Documents and Error Summary). 2. You have an (8) digit Voucher ID. 3. You have "Actions" in your drop down box. Summary Related Documents Invoice Information AOC MD Payment Payments Voucher Attributes Error Summary Business Unit MDJUD Invoice No Tipsheet Invoice Total Voucher ID 0031508x Accounting Date 03/10/2017 Line Total 252.00 Session Defaults Voucher Style Regular Voucher Pay Terms NET00 Due Now *Currency USD Comments(0) Invoice Date 03/10/2017 Basis Date Type Acct Date Attachments (0) NEXCUT SHREDDING Vendor ID 0000013396 Control Group Total 252.00 ShortName NEXCUTSHRE-001 ☐ Accrual Voucher Difference 0.00 Location 000 *Address 1 Save Action [▼] Run Calculate Print
13.	Run your actions.	Select the "Match, DocTol, Bdgt" action, Action: Budget Checking Document Tolerance **Match, Doc Tol, Bdgt** Matching and then click **Run**. **NOTE:** If you have already run the **"Match, Doc Tol, Bdgt"** Action on a voucher and it results in an exception, please resolve the exception and then re-run <u>only</u> the action needed to clear the exception. This will reduce unnecessary processes and help improve system throughput. For example, if the **"Match, Doc Tol, Bdgt"** action is run, and Budget Exceptions exist (though Matching is valid), resolve the budget issue and then re-run only the **"Budget Checking"** action.
14.	Choose whether you want to wait foor the process to finish.	Message Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54) Yes No
15.	Click **Submit Approval** to submit voucher for approval. NOTE: Upon a "Valid" budget check, the Submit for Approval" button will become active on the "Invoice Information" tab.	

🛑 **End of Document**

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.